



## **Jewelry Order Form**

**You may submit this Order Form by fax to: (703) 934-2668  
or by email to [info@shellartistree.com](mailto:info@shellartistree.com)  
or by USPS mail to: Shell Artistree LLC  
Attention: Michelle Rummel  
3927 Old Lee Highway, unit 101-D  
Fairfax, VA 22030.**

Your use and submission of this Printable Order Form constitutes your agreement to follow and be bound by the "Terms of Use" Agreement ("Agreement") located on our websites (shellartistree.com) which is incorporated herein by reference. Please refer to that Agreement. Once you submit your Order Form, the following steps will apply:

- We will review the Order Form for completeness and to determine if we have any questions regarding the information you have provided us.
  
- If the Order Form is not complete, or if we have any questions regarding the information provided, we will contact you in order to confirm and finalize your order.
  
- Once the information you have provided has been confirmed and the Order Form has been finalized, and we have received your deposit, we will provide you with an "Order Confirmation" by e-mail.
  
- Your order will not be considered complete, and production of your order will not begin, until you have received an "Order Confirmation" from Shell Artistree. Our goal is to process every order as soon as possible. The timing of our processing of your order (and therefore your receipt of an Order Confirmation), however, depends on a number of factors, including the date of your event, the event dates of our other customers and backlog of orders. Please feel free at any time to contact us about the status of your order.

### **Client Information Page**

**Fax Completed Forms to: 703-934-2668**

#### **Billing Information**

**If paying by Credit Card your Billing Address must be identical to your Credit Card Billing Address**



SHELL ARTISTREE

<b>First Name:</b>	
<b>Last Name:</b>	
<b>Address:</b>	
<b>City:</b>	
<b>State:</b>	<b>Zip Code:</b>
<b>Phone (Day):</b>	<b>Phone (Evening):</b>

<b>Shipping Information</b>	
Please Ship My Order to My Above Billing Address _____ (check if applicable). If not shipping to billing address, please provide the following information:	
<b>First Name:</b>	
<b>Last Name:</b>	
<b>Address:</b>	
<b>City:</b>	
<b>State:</b>	<b>Zip Code:</b>
<b>Phone (Day):</b>	<b>Phone (Evening):</b>

<b>Method of Order Confirmation and Proofs</b>	
Your order will not be considered complete, and production of your order will not begin, until you have received an "Order Confirmation" from Shell Artistree. Once we complete layout and formatting production of your order, we will provide you with a Proof for your review. All Order Confirmation's and Proof's are sent via Email.	
<b>Email 1:</b>	
<b>Email 2:</b>	

<b>OPT-IN for Shell Artistree Mailing List</b>	
Watch our company grow! Sign up to receive the latest news from Shell Artistree	
__Yes ! Please add my contact information to the Shell Artistree Mailing List so that I can receive promotional information and discounts, applicable towards Shell's fine art, anniversary prints, house blessing, baby naming, Blessing art and so much more! I understand that I can unsubscribe from the Mailing List at any time.	

<b>How Did You Hear of Us?</b>	
Google__ Yahoo__ Client Referral__ Rabbi Referral__ TheKnot__ Wedding Wire__ Advertisement__ Wedding Professional__ Bridal Expo__ Synagogue Bulletin__ Other__	
Please let us know who referred you so that we can properly thank them!	
<b>Referred By (Last Names):</b>	

## Purchase Summary for Jewelry Collection



SHELL ARTISTREE

Fax Completed Forms to: 703-934-2668  
 Email Completed Forms to: info@shellartistree.com

Item	Quantity	Price	Custom Information	Total
Cluster Pendant Gold		\$48	16" or 18" chain length (circle one)	
Cluster Pendant Pearl		\$48	16" or 18" chain length (circle one)	
Glass Locket Round -24" Sterling Chain		\$90	Specify Art Design #	
Glass Locket Round -30" Leather Cord		\$70	Front:	
Glass Locket Round -30" Sueded Cord		\$70	Back:	
Glass Locket Square-24" Sterling Chain		\$90	Specify Art Design #( choose 2):	
Glass Locket Square-30" Leather Cord		\$70	Front:	
Glass Locket Square-30" Sueded Cord		\$70	Back:	
Hammered Circle Earrings		\$30		
Initial Necklace		\$36	Specify Initial:	
Marquis Vermeil Earrings		\$33	n/a	
Marquis Vermeil Necklace		\$65	n/a	
Set Price- Marquis Vermeil Earrings and Marquis Vermeil Necklace		\$86	n/a	
Silver Framed Pendant- Featuring Initial		\$36	Specify Initial: Butterfly design #:	
Silver Framed Pendant- Featuring Shalom		\$36	Butterfly design #:	
Brushed Disk Earrings		\$30		
Custom Request:				
<b>Subtotal</b>				\$
<b>Discount Code if applicable:</b>				\$
<b>Sales Tax (5% VA Residents Only)</b>				\$
<b>Shipping- Ground Shipping via UPS</b>				\$15
<b>Total</b>				\$
<b>Method of Payment- Please write clearly to avoid processing errors</b> Credit Card: <input type="checkbox"/> MasterCard <input type="checkbox"/> Visa <input type="checkbox"/> American Express CVV# _____ Credit Card #: _____ Exp date _____ Name on Card: _____				

**Special Instructions:**